

TOWN OF SOUTHAMPTON

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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TOWN SUPERVISOR

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TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

RENTAL PERMIT APPLICATION INSTRUCTIONS

**Rental Permits are renewable every two years.
The items listed below are required to be submitted with the completed application.**

1. **Floor Plans**
Floor plans drawn to 1/4" = 1' scale of the ENTIRE subject structure or building.
2. **Survey**
If not on file, a copy of the property survey and/or site plan of the premises drawn to scale not greater than forty (40) feet to one inch, showing all buildings, structures, walks driveways and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities.
3. **Certificates of Occupancy and Compliance**
If not on file, certificates of occupancy and compliance for all structures on the property. Building Permit Application is needed if any structures on the subject property do not hold a certificate of occupancy or compliance.
4. **Residential Smoke and Carbon Monoxide Detector Affidavit (form enclosed)**
Included in application package. Must be signed and notarized.
5. **Engineer or Architect Certification of Code Compliance (form enclosed)**
Must be submitted by a licensed architect or engineer if an inspection by Town of Southampton Inspector is declined.
6. **Designation of Agent for Service (form enclosed)**
Must be completed by property owner.
7. **Fees:** Standard fee \$200.00; Income Qualified Tenant fee waived;
Enhanced Star, Veterans exemption or Senior Citizen's exemption fee \$100.00;
Volunteer Fire Dept. or Ambulance Workers Real Property Exemption fee \$100.00;
Inspection/Certification by Licensed Architect or Licensed Engineer fee \$150.00;
Sr. Citizen (as per §330-5) or Qualified Disabled Person (as per §216-2) fee \$100.00;
Property in Violation of Chapter 270 (Rental Properties) fee \$500.00
8. **Refuse Removal Affidavit (form enclosed)**